



Department of Development Services – West Region  
JOB OPPORTUNITY  
DEVELOPMENTAL SERVICES ADULT SERVICES SUPERVISOR  
SOUTHBURY TRAINING SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** DDS EMPLOYEES ONLY

**Position:** Developmental Services Adult Services Supervisor

**Location:** Southbury Training School – Day Program Services

**Job Posting No:** 105509

**Hours:** 1<sup>st</sup> Shift ~ Monday – Friday 8:00am – 3:30pm; Regular Days Off Saturday, Sunday

**Salary:** \$2,606.52 - \$3,368.01 bi-weekly

**Closing Date:** November 10, 2014

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the DS Adult Services Supervisor job classification. Schedules, assigns, oversees and reviews work of staff engaged in direct support, supported employment (individual job, group, sheltered) or habilitation; ensures provision of quality services and supports to individuals; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; coordinates staff schedules and program operations including supplies and material procurement; establishes and maintains unit procedures; assists in managing program budget; maintains all necessary certificates for programs; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; leads interagency collaboration projects and/or programs, with state agencies and local government, community and private provider agencies; responsible for application of state and federal laws and standards; participates in interagency collaboration; provides specialized consultative services for individuals regarding program plans, future plans and desired outcomes; serves as a consultant to public and private agencies, community industries and families; responsible for development of marketing and business plans; conducts and presents seminars to special interest groups; leads intra-regional and intra-facility committees and work groups; participates in community development; coordinates, implements and reviews for quality assurance private contracts (master and day) and/or public day programs; prepares reports and correspondence; supervises development of optimal supports and outcomes for individuals; reviews and approves teaching strategies; reviews and approves individuals assessments; reviews and approves of adaptation of tools and equipment to consumers ability; participates in and may lead person centered supports; make recommendations on policies or standards; conduct investigations; in special cases may be a member of IDT; coordinates operational supports such as transportation; administers medications; administers CPR; utilizes PMT techniques; administers First Aid; maintains credentials and licenses; performs related duties as required.

**General Experience:** Eight (8) years of experience in providing direct services to persons with developmental disabilities and related conditions at least four (4) of which must have been in a professional capacity.

**Special Experience:** Three (3) years of the General Experience must have been in the area of day services, special education, vocational rehabilitation or an equivalent service.

**Substitution Allowed:** College training in special education, vocational rehabilitation, social work, mental health fields or behavioral sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in vocational rehabilitation, special education, psychology or behavioral sciences may be substituted for one (1) additional year of the General Experience. Two (2) years at or above the level of Developmental Services Adult Services Specialist may be substituted for the General Experience.

**Special Requirements:** Incumbents in this class may be required to be bilingual or fluent in American Sign Language. Must possess and retain a valid Connecticut Motor Vehicle Operator's license. Incumbent in this class will be required to travel.

Applicants must be current in all DDS required training. Applicants must possess or be able to obtain Medication Administration Certification and/or CPR certification.

**Working Conditions:** Incumbents in this class will be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide two (2) letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application material will not be considered.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Recruiter  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.